



## DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER

2510 WALMER AVENUE

NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 5216.1F

AS 13 MAR 2001

### NAVENVIRHLTHCEN INSTRUCTION 5216.1F

Subj: OFFICIAL CORRESPONDENCE AND DIRECTIVES

Ref: (a) SECNAVINST 5216.5D  
(b) SECNAVINST 5210.11D  
(c) NAVENVIRHLTHCENINST 5210.10  
(d) SECNAVINST 5215.1C

Encl: (1) Correspondence Routing Form, NEHC 5216/1 (12/00)  
(2) Action Route Sheet, NEHC 5216/2 (12/00)  
(3) Information Route Sheet, NEHC 5216/3 (12/00)

1. Purpose. To publish command policy and guidelines for preparing, controlling and routing official correspondence. This instruction is completely revised and should be read in its entirety.

2. Cancellation. NAVENVIRHLTHCENINST 5216.1E

3. Scope. This instruction applies to the Navy Environmental Health Center (NAVENVIRHLTHCEN). Field activities will develop policies and procedures regarding the handling and processing of correspondence.

4. Background. The Director for Administration (DFA) has general responsibility for maintaining a system which provides the command with official correspondence control. This encompasses the receipt of official correspondence at NAVENVIRHLTHCEN; its opening and sorting; its distribution; maintaining a tickler system to assure action required addressees respond in a timely manner; assigning serial numbers to outgoing correspondence; and official correspondence processing through the Mail Room.

5. Official Mail/Correspondence.

a. Official correspondence will be addressed from the Commanding Officer. Correspondence may be signed "By direction" by all Director's and Deputy Director's. Director's may request, in writing, "By direction" signature authorization from the Commanding Officer for personnel within their directorate via the Executive Officer. All correspondence pertaining to the following will be signed by the Commanding Officer: policy matters, congressional inquiries, complaints or criticisms, reprimands or commendations, deaths, transfer of staff officers, financial plans, allocation or expenditure of funds, any other items which are of a sensitive nature to the command, center on the command's mission or efficiency and are addressed to higher authority, any item required by law or regulation, and legal issues.

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b. Personal letters will not be used to conduct official business of this command. Use of official letterhead paper is limited to official business only.

c. Use of facsimile transmission (FAX) has been authorized by the Chief of Naval Operations for transmitting official correspondence. Correspondence transmitted via FAX has the same authority as if it were the original. Normally, the original is retained by the sending activity along with a copy of the transmission sheet.

d. General. Official correspondence will be prepared in accordance with reference (a), using the following guidelines:

(1) Font: Times New Roman 12 pitch.

(2) Cover letters will be no longer than two (2) pages. Additional information will be included as an enclosure for ease in reading.

(3) All directorates will prepare their own correspondence and are responsible for the appropriate tone, correct spelling and grammar, as well as proper format. References (b) and (c), provide the Standard Subject Identification Codes (SSIC) to use for all correspondence.

(4) Signature block will include upper case first initial, middle initial and full last name. The term "By direction" will be placed under the name of the individual authorized to sign official correspondence, as follows:

I. M. SIGNER  
By direction

(5) All correspondence for the Commanding Officer's signature will be routed through the DFA. Correspondence will be delivered in a folder with the document to be signed on the right hand side. Any background information and/or previously reviewed versions will be included on the left hand side. A correspondence routing form, enclosure (1), will be attached to the folder cover.

6. Outgoing Correspondence.

a. Desktop computers WILL NOT be used to prepare classified material unless so designated by the Command Security Manager: NAVENVIRHLTHCEN has computers located in the Mail Room, and Plans and Operations designated for processing classified correspondence. NAVENVIRHLTHCEN also has a Secret Internet Protocol Router Network (SIPRNET) access for classified e-mail located in the Plans and Operations Directorate.

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b. Signed original correspondence will be forwarded to the Mail Room for a serial number, date, copies, and mailing.

c. Printed labels must be prepared by the originating directorate for massive mailings of 10 or more addressees.

d. A reading file will be maintained by the Mail Room. This file will be prepared and forwarded weekly to the Commanding Officer for review. A subject file index of outgoing correspondence can be requested through the mailroom.

7. Incoming Correspondence.

a. All incoming correspondence and FAX's will receive the same control and accountability as described in this section.

b. All incoming correspondence requiring a response will be date stamped and routed by the Mail Room to the action director or deputy in his/her absence. The tone, timeliness, content, and format of these responses reflect on the command and will convey an attitude of respect, concern and responsiveness. Correspondence should be answered within 10 working days or within the prescribed timeframe identified within the incoming correspondence. If response within the prescribed guidelines will be delayed send an interim reply in 5 workdays to acknowledge receipt. The interim reply will state why additional time is required and the approximate date the final reply will be forwarded. If a date of final reply cannot be set, additional interim replies will be made every 14 days until a date for final reply can be established. Interim letters requesting or indicating delays of less than 30 days may be signed "By direction." Delays involving periods longer than 30 days will be signed by the Commanding Officer.

c. Official incoming correspondence, except large boxes or packages bearing an order number and addressed to the "Supply Officer," will be opened, reviewed and routed for action and/or information as appropriate.

d. Incoming correspondence which requires action will receive an Action Cover Sheet, enclosure (2), and be routed to the responsible directorate. Incoming correspondence which serves as informational only will receive an Information Cover Sheet, enclosure (3), to ensure routing to appropriate directorate(s). Correspondence requiring endorsements ("Via") will receive an Action Cover Sheet, enclosure (2). Five days is the turnaround time for endorsement letters.

e. Correspondence will be routed at the directorate level. The director cited for action is responsible for assigning subsequent action to the cognizant individual, ensuring timely and appropriate response.

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f. The Mail Room will compile a weekly Correspondence Action Due List and route it to the Executive Officer, DFA, and respective director(s). Updates of action items extended or completed are to be forwarded to the Mail Room.

g. Normally, personal mail should not be sent to the command. In those rare instances, personal mail will be delivered to the addressee unopened. Mail for personnel transferred or hospitalized will be readdressed and forwarded. Anyone receiving correspondence which required command interaction should forward the correspondence to the Mail Room.

8. Directives. Proposed instructions, notices, and changes to the same shall be prepared in accordance with reference (d), and submitted to the DFA for review and subsequent forwarding to the Commanding Officer for signature via the Executive Officer.

a. Responsibilities.

(1) DFA:

(a) Review all proposed directives and changes, and ensure proper format, spelling and grammar prior to submission for signature.

(b) Maintain and coordinate annual review of NAVENVIRHLTHCEN directives.

(c) Post, via e-mail, any proposed and revised directives for a five day director and deputy director review. The originator will review all comments submitted and provide feedback to commenter prior to the DFA forwarding to the Commanding Officer for signature.

(d) Post effective directives on NAVENVIRHLTHCEN Intranet.

(2) Directors:

(a) Shall submit proposed directives to the DFA.

(b) Ensure directives are reviewed, and revised as necessary.

b. Directive Review. Directive review will be performed annually during the month of the effective date of the instruction.

(1) The DFA will coordinate annual reviews by informing responsible directors, utilizing enclosure (2) and placing on the weekly Correspondence Action Due List until completed by responsible directorate.

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(2) All proposed directive revisions will be placed in a folder with a correspondence routing form, enclosure (1), attached to the outside.

9. Messages. Each directorate is responsible for drafting their outgoing messages. The Mail Room will prepare the messages for transmission. The Mail Room is additionally responsible for downloading and posting messages daily. All incoming and outgoing messages will be handled with the same degree of control and accountability as official correspondence.



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)  
List V (All NAVENVIRHLTHCEN Personnel)

**CORRESPONDENCE ROUTING FORM**

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CS CONTROL NUMBER:			SSIC:		TYPE:		ORIGINATOR:		
ROUTE	INITIAL	DATE	ROUTE	INITIAL	DATE	ROUTING INDICATORS			
CO			HP			Action	For Correction	Other	
XO			OEM			Approval	For Your Information		
CMC			IH			As Requested	Note & Return		
AO			PM			Circulate	Per Conversation		
SEC			OD			Comment	Prepare Reply		
PO			AS			Coordination	See Me		
DL			RM			File	Signature		
			EP						
COMMENTS:									

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Highlight applicable routee(s) and routing indicators

**CORRESPONDENCE ROUTING FORM**

CS CONTROL NUMBER:			SSIC:		TYPE:		ORIGINATOR:		
ROUTE	INITIAL	DATE	ROUTE	INITIAL	DATE	ROUTING INDICATORS			
CO			HP			Action	For Correction	Other	
XO			OEM			Approval	For Your Information		
CMC			IH			As Requested	Note & Return		
AO			PM			Circulate	Per Conversation		
SEC			OD			Comment	Prepare Reply		
PO			AS			Coordination	See Me		
DL			RM			File	Signature		
			EP						
COMMENTS:									

NEHC FORM 5216/1 (12/00)

Highlight applicable routee(s) and routing indicators

Enclosure (1)

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CORRESPONDENCE DATE:  
 DATE RECEIVED AT NEHC:  
 SSIC: SERIAL NUMBER:

ORIGINATOR:  
 ADDRESS:  
 CITY/STATE:

INSTRUCTIONS/NOTICES  
 INST NUMBER:

( ) LETTER ( ) VIA ( ) FAX ( ) MEMORANDUM ( ) CONGRESSIONAL

SUBJECT:

**DUE DATE:**

PRIMARY SIGNATURE

COMMENTS

TO NEHC:	Purpose Code	SIGNATURE	DATE	
CO				
XO				
PO				
DL				
CSC				
RM				
AS				
IH				
PM				
HP				
OEM				
EP				
OD				

# ACTION CORRESPONDENCE

\*\* PURPOSE CODE(S)  
 P - PREPARE REPLY FOR SIGNATURE A- ACTION R - RETURN  
 I - INFORMATION K - KEEP (RETENTION) C - COPY(S)

ACTION CONTROL NO. \_\_\_\_\_ M/R INT. \_\_\_\_\_

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CORRESPONDENCE DATE:

DATE RECEIVED AT NEHC:

SSIC: SERIAL NUMBER:

ORIGINATOR:

ADDRESS:

CITY/STATE:

INSTRUCTIONS/NOTICES

INST NUMBER:

( ) LETTER ( ) VIA ( ) FAX ( ) MEMORANDUM ( ) CONGRESSIONAL

SUBJECT:

**INFORMATION PURPOSES ONLY****PRIMARY SIGNATURE****COMMENTS**

TO NEHC:	Purpose Code	SIGNATURE	DATE	
CO				
XO				
PO				
DL				
CSC				
RM				
AS				
IH				
PM				
HP				
OEM				
EP				
OD				

**INFORMATION CORRESPONDENCE**

\*\* PURPOSE CODE(S)  
 P - PREPARE REPLY FOR SIGNATURE A - ACTION R - RETURN  
 I - INFORMATION K - KEEP (RETENTION) C - COPY(S)

ACTION CONTROL NO. \_\_\_\_\_ M/R INT. \_\_\_\_\_